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12 July 1950

*CIA 2-1  
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MEMORANDUM FOR: Acting Executive

SUBJECT: Statements of Functions, Offices and Staff  
Sections CIA, dated 30 June 1950

1. With reference to the attached booklet on the above subject, COAPS recommends:

a. That the "staff officers" be arranged so that the DCI does not have, as here presented, ten staff officers, but rather just Executive, COAPS, Legal and Inspection and Security. The other six are more appropriately the staff officers of the Executive and on the list should be shown as the Administrative Staff, whereas the others are more substantive.

2. As originally written herein, we think (and others noticed it too) that there is but little difference between the missions of Management Staff and COAPS. Instead of listing Management's mission in such detail and using words such as "operating", "organizational structure" and "functions", which are subject to more than one interpretation, we think this mission should emphasize more efficiency in administration and operations. So we suggest:

#### MANAGEMENT STAFF

##### I. MISSION

As a staff officer, under the direct supervision of the Executive, the Management Officer is charged with advising Agency officials on management matters, reviewing administrative efficiency with a view towards its improvement, and recommending manpower requirements and appropriate administrative procedures for the Agency.

Furthermore, we think that under Paragraph A of "FUNCTIONS" the Management Officer should "continuously conduct an administrative review of all Agency activities \* \* \* \*."

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3. With regard to COAPS, we think Paragraphs A and B under FUNCTIONS are all right, if changed to read as follows:

A. Serve as the chief planning officer for the Agency, both in the development of internal Agency policies and programs and in relation to other Government departments and agencies, in carrying out the Agency's duties and responsibilities.

B. Plan for, make recommendations for, and propose policies for the coordination, throughout the Government, of intelligence activities relating to the national security.

4. In lieu of C, D, E, and F, we prefer the functions of COAPS as listed in General Order No. 24 of September 20, 1949, Enclosure No.3, Paragraphs 2-7.

5. We did not give detailed consideration to the missions or functions of the other offices and staffs in CIA, as we understood they had approved their own. We do, however, think that the above-mentioned clarification between Management and COAPS should be shown because their functions do, to a limited extent, overlap. We feel that in their case the emphasis should be placed on administrative efficiency of operation, whereas COAPS should concern itself more with the overall functions, plans and policies of the Agency.

PRESCOTT CHILDS, Chief  
Coordination, Operations  
and Policy Staff

Enclosure

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